
TECHNICAL MANUAL

INSPECTION AND MAINTENANCE

OF

MACHINERY AND SHOP EQUIPMENT

(ATOS)

This publication supersedes TO 34-1-3 dated 15 April 2002.

DISTRIBUTION STATEMENT: Approved for public release; distribution is unlimited. Other request for this document should be referred to WR-ALC/LKC, Robins GA 31098. Questions concerning technical content should be referred to WR-ALC/LESGL, Robins GA 31098.

Published Under Authority of the Secretary of the Air Force

18 OCTOBER 2002

1. **PURPOSE.** This technical order provides general policy for the inspection and maintenance of commercial-type shop machinery and equipment installed in organizational, intermediate, and depot maintenance facilities and other USAF industrial facilities.

2. **SCOPE.** This technical order applies to general machinery and shop equipment as defined in the following paragraph. It does not apply to aerospace ground equipment (AGE), Depot Maintenance Equipment (other than as outlined in paragraph 4.d.), test equipment, or specialized shop equipment for which specific inspection and maintenance requirements are published in the technical order series applicable to the equipment.

3. **DEFINITION.** Machinery and shop equipment as defined in this technical order includes all powered machinery and shop equipment in Federal Supply Group 3400 as outlined in the USAF Stock List.

4. **INSPECTION AND MAINTENANCE REQUIREMENTS.** The inspection and maintenance requirements for machinery and shop equipment will be determined by applicable technical data. Technical data will be obtained in accordance with TO 00-5-2. When technical data does not exist, the work center supervisor and the supporting quality control agency shall use the criteria in this technical order as general guidelines to aid in the inspection of FSC 3400 class equipment which does not have specific instructions for inspection. (Reference paragraph 4.f.) The guidelines must incorporate common sense, and in all cases sound judgment when not involving specific tolerances. There are two methods of documenting maintenance on machinery and shop equipment. The method used depends upon the

complexity of equipment and the nature of the inspection or maintenance requirements as follows:

- a. Machinery and shop equipment for which periodic recurring inspection will be categorized as on condition maintenance equipment and will be tagged with DD Form 1577 or 1577-2, or 1574 to indicate the condition status of the item. Examples of this class of equipment are small bench grinders or buffers, drill presses, or other equipment that requires only operator inspection prior to use. For this on-condition equipment that is serviceable, but that requires correction of minor discrepancies, the delayed discrepancies and supply document numbers if applicable, will be listed on the back of the DD Form 1574 and attached to the equipment. Open discrepancies and backordered parts will be similarly listed on the back of DD Form 1577-2 and attached to the unserviceable repairable equipment. After the equipment is made serviceable, the DD Form 1577-2 will be removed and the DD Form 1574 attached. Documentation of prior to use inspection will be in accordance with TO 00-20-5.
- b. Work center supervisors and the supporting Quality Assurance Agency shall be given the authority to change or adjust lubrication and inspection intervals for commercial-type shop machinery and equipment that is infrequently used by organizational units.
- c. Machinery and shop equipment for which recurring inspection and maintenance requirements have been determined necessary, the AFTO Form 244, INDUSTRIAL/SUPPORT EQUIPMENT

RECORD, Figure 1, will be used to document inspection and maintenance action requirements and accomplishments. The maintenance of machinery and shop equipment in this category includes preventative maintenance (inspection and minor maintenance) and major repair actions. When the capability exists to schedule and document inspection and maintenance actions in CAMS, an AFTO Form 244 is not required. The machinery/shop equipment will be appropriately tagged per paragraph 4.a. and AFOSH Standard 91-45.

- (1) Preventative maintenance consists of scheduled maintenance, cleaning, lubrication, minor adjustments and repairs of items such as belts, wiring connections and safety guards. The above is only an example. Refer to the specific Technical Order (TO) for each individual end item of Industrial Plant Equipment (IPE) for the manufacturer's preventative maintenance recommendations. Preventative maintenance requirements will be recorded on AFTO Form 244, Section III, scheduled inspection. Maintenance actions resulting from scheduled preventative maintenance are recorded in Section V, Maintenance/Delayed Discrepancy of AFTO Form 244. Documentation and placement of forms will be accomplished in accordance with TO 00-20-5. The workcenter or activity supervisor will ensure that Preventative Maintenance Actions are accomplished at the prescribed intervals. When required, a separate AFTO Form 244 will be used for each item of equipment. Documentation of machinery and shop equipment will be in accordance with TO 00-20-5.
- (2) Major repair consists of maintenance actions caused by equipment breakdown or failure that required repair beyond that accomplished during normal preventative maintenance. Major repair actions within the maintenance capability of the owning activity will be accomplished by that activity. Required repairs that are beyond the capabilities of the owning activity may be repaired by contract maintenance (AFM 70-4). However, coordination with and approval by the inventory manager for the specific item is required to preclude contractual repair of items that may be in long supply. When the required repairs exceed the limitations for contractual maintenance, the repair requirements will be referred to the major command for resolution. Delayed discrepancies will be entered in Section

V of the AFTO Form 244 in accordance with TO 00-20-5. The replacement of accessories such as grinding wheels, saw blades, and cutting tools on milling machines and lathes requires only a visual inspection by the operators.

- (3) Documentation of machinery and shop equipment will be in accordance with TO 00-20-5. When the AFTO Form 244 is used for equipment with recurring inspection of maintenance requirements, condition status tags will also be used when the equipment is unsafe for operation. These tags (DD Forms 1577 or 1577-2) should be placed on the equipment to indicate the unsafe condition, and the power supply and/or control switch(es) will be locked and tagged in the OFF position.
- d. Depot machinery and shop equipment for which recurring inspection and maintenance requirements have been determined as necessary by applicable technical data, equipment manuals or engineering data will utilize the AFTO Form 244/245 to document inspection and maintenance action requirements and accomplishments. The use of automated computer systems is optional. AFMC Air Logistic Centers that utilize the Facility and Equipment Maintenance (FEM) system or similar automated data systems for scheduling preventative maintenance on machinery, shop equipment and industrial plant equipment (IPE) are exempt from this TO. Procedures for this equipment type are outlined in AFMCI 21-127, Depot Plant Management.
- e. Depot machinery and shop equipment which have no periodic recurring inspections will be considered as on-condition maintenance. Production engineering functions in conjunction with shop supervisors will review and document which equipment items require only on-condition maintenance. Machinery and shop equipment categorized as on-condition maintenance will not require documentation unless equipment condition becomes unserviceable. If equipment becomes unserviceable, discrepancies will be documented on DD Form 1577-1 or 1577-2. Once equipment has been made serviceable, the DD Form 1577-1 or 1577-2 will be removed. Machinery and shop equipment may utilize the AFTO Form 244/245 instead of the DD Form 1577-1 or DD Form 1577-2. Documentation of prior to use inspections will be in accordance with TO 00-20-5. Machinery and shop equipment that pose safety concerns will also be tagged in accordance with AFOSH Standard 91-45.

f. Suggested maintenance criteria.



Energy sources shall be locked out prior to the start of inspections, maintenance, or servicing actions which require the removal of guards or panels and will remain locked out until all activities are complete.

- (1) Ventilation screens and filters shall be free of any accumulated dust or impediment to flow of air.
- (2) Riveted joints shall be tight, without joined parts being damaged.
- (3) Welded joints shall not be cracked or broken.

NOTE

Where tack or spot welds are employed to secure parts permanently, sufficient number of welds shall be made to provide adequate strength.

- (4) Frameworks, cabinets, and mechanical assemblies will conform to equipment specifications and will not have broken, cracked, or distorted members.
 - (a) Removable assemblies will fit securely in their proper places and will be easily removable without sticking or binding.
 - (b) Attaching hardware will be installed and secured.
- (5) Mounting of Parts.
 - (a) Parts will be securely mounted. All missing hardware and components shall be replaced.
 - (b) Mounting screws, nuts, bolts, and rivets will be tight.
 - (c) Knurled surfaces will not be worn smooth. Threaded parts will not be stripped or crossed.

NOTE

Guards will comply with AFOSH Standard 91-12 and/or OSHA Standards 1910.211-1910.219.

- (6) Mechanical parts will operate freely without binding or excessive looseness. Gears, sprockets, and claws will operate properly and will be free of bent, broken or burred teeth.

(7) Hardware.

- (a) Latches will not bind or stick, will snap firmly in place and will hold latched parts tightly together.
- (b) Hinged parts will operate freely, without binding.

(8) Plastic, Ceramic and Glass.

- (a) Plastic parts will be free of cracks, breaks, severe chipping, or scratches that would impair their functioning.
- (b) Ceramic material will be free of surface cracks or glazing. Minor chips will be permissible, provided the electrical insulating properties and functioning are not impaired.
- (c) Glass parts shall be free of cracks, breaks, severe chipping, or scratches that may impair their functioning or present a possible personnel hazard. Damaged surfaces resulting in exposed sharp edges shall be replaced.

- (9) Dials and pointers will be clearly and completely marked. They shall be aligned to indicate correct value or settings. Moveable dials and pointers shall have free movement throughout their entire range and shall not bind or stick in any position.

- (10) Gaskets will be live and have no breaks, cracks, or chips that would impair making a tight seal. Replace any gasket that shows evidence of a permanent leak. Gaskets installed on equipment will meet mating edge or surface evenly and will have no high spots.

- (11) Rubber parts will be in a live condition to ensure their proper functioning. Parts will not be cut, torn, crushed, or worn to the extent that they will not function.

- (12) Controls and moving parts or switches and rheostats will operate smoothly at all points without dead spots, binding, or excessive backlash. Contacts will make reliable mechanical and electrical contact.

- (13) Cords and cables will be free from severe cuts, tears, gouges, crushed sections, or kinks. A severe cut is defined as one that goes deeper than one third of the thickness of the jacket.

- (14) Wire and cable runs shall not be sharply bent around corners or edges that might cut or abrade insulation or where they enter ceramic, plastic or other insulation material. Where wires run through holes in sheet metal, insulation shall be protected with suitable grommets if sheet metal

is less than 1/8-inch thick. If sheet metal is 1/8-inch or more in thickness, either suitable grommets will be used or edges shall be rounded to a radius equal to one-half the thickness of the sheet metal. Wiring and cables shall be properly supported to prevent undue stress on conductors and terminals.

- (15) Sockets and plug-in devices will make reliable electrical contact in their sockets. Sockets will not be cracked or badly chipped. Terminals and prongs shall be free of corrosion and shall not be bent, loose, broken, or burned. Contacts shall be properly positioned in accordance with the connector design.
- (16) Fuses and fuse holders shall be free of corrosion and cracks and there shall be no evidence of having been overheated.
 - (a) Screw-type fuses shall be tightened to a snug fit.
 - (b) Tension of fuse holders shall be sufficient to ensure good electrical contact.

CAUTION

The use of oversize fuses can severely damage circuits or equipment.

- (c) Check current rating of fuses to ensure proper rating.
- g. Motors, generators, blowers, and fans shall be securely mounted and operate without excessive vibration or beating noise. They shall be properly lubricated, and show no evidence of overheating.
 - (1) Brushes shall be properly seated.
 - (2) Blades shall move freely without contacting enclosures or other stationary parts.
 - (3) Pulley belts shall be free from cuts, fraying, or excessive worn areas.
- h. Shock mounts shall be in good condition and shall cushion equipment properly.
- i. Interlock safety switches will operate with a positive action on opening or closing doors or panels of equipment. Slow acting interlock safety switches shall be replaced.

CAUTION

Plates for manually operated interlock bypass switches shall not be removed.

(1) Lubrication Requirements.

- (a) Commercial data approved by the SM/IM in accordance with TO 00-5-1 shall be used when Air Force directives are not available.

WARNING

To prevent injury, hands will not be used to probe for high pressure leaks.

- (b) In the absence of pertinent directives, mechanically operated parts such as door mechanisms, hinges, latches, locks, gears, and bearings shall be lubricated to prevent binding or overheating, provided it does not interfere with the normal mechanical or electrical operation of equipment.
- (c) Air, coolant, and lubrication lines and fitting will be free from leaks, looseness and chafing.
- (d) Oil or fog type lubricator bowls will be free of cracks and breaks.
- (e) Oil level sight gauges will be clean to allow clear visible sighting of oil levels.

(2) Degreasers.

- (a) Type of fluid in use will be identified on the degreaser tank.
- (b) Covers will be protected by a fusible link to ensure closing in the event of overheating or fire.

(3) Calibration. Components requiring calibration will be calibrated in accordance with TO 33K-1-100 or applicable technical data.

(4) Low-Voltage Protection of Motors. All motors so employed or arranged that an unexpected starting of the motor is a personnel hazard, shall be equipped with low-voltage protection. This shall automatically cause and maintain the interruption of the motor circuit when the voltage falls below an operation value. This rule does not apply to those motors with an emergency use and where the opening of the circuit may cause less safe conditions. Reference National Electric Safety Code, Section 13.

5. EQUIPMENT PAINTING. The term painting includes any refinishing of machinery or equipment, from touch-up of the existing finish to complete repainting of the item. The repainting of new machines or equipment solely for the purpose of matching shop color schemes is not authorized.

- a. When complete repainting is to be accomplished, surfaces to be painted will be of the original color when possible.
- b. The finish on equipment may be touched up. Determination of the extent of allowable touch-up without complete painting will be made by responsible personnel of using agency.

NOTE

Exception: Shop machinery and other items of equipment such as instrument repair benches that are not Federal Stock Group (FSG) 3400 items will be refinished as prescribed by the applicable specification or directive for the equipment.

- c. Surface preparation for previously painted machinery.
 - (1) A chemically clean surface is necessary for successful paint application. Surfaces may appear clean and still be unfit to paint, since a thin film of oil may prevent adhesion, and seriously slow up the drying of the finish coats.
 - (2) The surfaces to be painted should be clean, dry, and free from dust, grease, oil, rust, and dirt. Glossy surfaces should be sanded to dull the gloss to ensure adhesion. Remove all rust and scale by scraping or wirebrushing.

WARNING

Sanding operations are hazardous to the eyes. Eye protection is required.

WARNING

Alcohol is flammable. Alcohol and/or P-D-680, Type II are toxic to skin, eyes and respiratory tract. Skin and eye protection required. Good general ventilation is normally adequate.

- (3) The approved method for cleaning machinery surfaces for painting is to first clean the affected surfaces thoroughly with P-D-680, Type II or other approved solvent to remove visible oil or grease deposits and then clean the area with alcohol until it is greasefree.
 - d. Bare spots resulting from scraping or chipping should be sanded to a feather edge and spot primed with lacquer proof primer. (Machines will not be operated during the painting operation.) Allow priming coats to dry thoroughly and apply two coats of paint in the required color set forth in step a. Allow each coat to dry thoroughly before applying the succeeding coat.
6. EXCESS OR IDLE EQUIPMENT. When machinery or shop equipment becomes available for reallocation or storage, the procedures and methods contained in MIL-STD-107 will be followed. Also, inspection, cleaning and preservation requirements contained in Appendix A and B of MIL-STD-107 will apply to machinery or shop equipment that becomes non-operational in excess of 90 consecutive calendar days.

AFTO FORM 244 PREVIOUS EDITION IS OBSOLETE. REPLACES AFTO FORM 483 WHICH IS OBSOLETE OCT 83

[illegible]

L9804305

Figure 2. Reverse Side, AFTO Form 244, System/Equipment Status Record

[illegible]

L9804306

Figure 3. Front Slide, AFTO Form 245, System/Equipment Status Record

THE END

